

Budget

&

Finance Procedures (103)

1959

S-E-C-R-E-T

BUDGET AND FINANCE PROCEDURES #12

*Mary
9 Jan 59*

Monday, 29 December 1958

FIRST WEEK

0830 - 0850 Registration and Introduction
0900 - 0930 Organization of the Office of the Comptroller
Functions of the O & L Branch, Finance Division
0940 - 1000 Financial Responsibilities of Class B Stations
Difference between Class "A" and Class "B" Stations
1010 - 1100 Budgets, Allotments, Cost Controls
1110 - 1200 Principles of Budgeting
1300 - 1500 DDP Budgetary Requirements, Field and Headquarters
1510 - 1700 Personnel Payments - Types; Field Salary Allotments,
Duty Status Report - Staff - Contract - WAE
25X1A [REDACTED]

Tuesday, 30 December 1958

0830 - 0930 Field Funding Procedure - Concept of Advances
0940 - 1030 Financial Phases of Field Projects
Administrative Plans and Fiscal Annexes
1040 - 1200 Introduction to Foreign Travel Regulations
1300 - 1700 Foreign Travel - Practice Problem and Discussion

Wednesday, 31 December 1958

0830 - 1130 Foreign Travel Practice Problem and Critique
1230 - 1430 Foreign Travel - TEST
1440 - 1530 Government Quarters Overseas - 25X1C
"Return-All" Method - Provision [REDACTED]
Preparation of Settlement Sheet - 25X1A
1540 - 1700 Introduction to Class "B" Accounting - Study of Handbook

Thursday, 1 January 1959

H O L I D A Y

S-E-C-R-E-TBUDGET AND FINANCE PROCEDURES #1FIRST WEEK (Cont'd)Friday, 2 January 1959

0830 - 1700 Type II Field Property Supply Procedures
 Discussion, sample problem, practice problem

SECOND WEEKMonday, 5 January 1959

0830 - 1700 Type II Field Property Supply Procedures,
 Practice Problem and TEST

Tuesday, 6 January 1959

0830 - 1000 Financial Management Program
 1010 - 1700 Class B Station Accounting Practice Problem

Wednesday, 7 January 1959

0830 - 1700 Class B Accounting Practice Problem

Thursday, 8 January 1959

0830 - 1700 Class B Station Accounting Practice Problem

Friday, 9 January 1959

0830 - 0900 Class B Station Accounting Practice Review
 0910 - 1100 Class B Station Accounting TEST
 1110 - 1200 General Objective TEST
 1300 - 1330 Critique of Field Property Supply TEST
 1340 - 1410 Critique of Travel TEST
 1420 - 1520 Critique of Station Accounting TEST and General
 Objective TEST 25X1A
 1530 - 1620 The Audit Staff - [REDACTED]
 1630 - 1700 Final Course Administration

NOTE: Unless otherwise excused for valid reasons by their Area Divisions,
 all Students are expected to report Monday morning 12 January to
 25X1A [REDACTED], Room 149, [REDACTED], for an introduction to the Chief,
 Finance Division and briefing by appropriate branches of the Finance
 Division. 25X1A

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S-E-C-R-E-T

B&F#12

S-E-C-R-E-T

BUDGET AND FINANCE PROCEDURES #13

*This is a
special running
originally planned
for the requesting
FIRST WEEK Division, NEA*

Monday, 2 February 1959

- 0830 - 0850 Registration and Introduction
- 0900 - 0930 Organization of the Office of the Comptroller
Functions of the O & L Branch, Finance Division
- 0940 - 1100 Financial Management Program
- 1110 - 1230 DDP Budgetary Requirements, Field and Headquarters
- 1330 - 1530 Principles of Budgeting
25X1A
- 1540 - 1700 Personnel Payments - Types; Field Salary Allotments,
Duty Status Report - Staff - Contract - WAE

Tuesday, 3 February 1959

- 0830 - 0930 Field Funding Procedure - Concept of Advances
- 0940 - 1030 Financial Phases of Field Projects
Administrative Plans and Fiscal Annexes
- 1040 - 1200 Introduction to Foreign Travel Regulations
- 1300 - 1700 Foreign Travel - Practice Problem and Discussion

Wednesday, 4 February 1959

- 0830 - 1130 Foreign Travel Practice Problem and Critique
- 1230 - 1430 Foreign Travel - TEST
25X1C
- 1440 - 1600 Government Quarters Overseas -
"Return-All" Method - Provisions of
Preparation of Settlement Sheet 25X1A
- 1610 - 1700 Introduction to Class "B" Accounting - Study of Handbook

B&F#13

S-E-C-R-E-T

S-E-C-R-E-TThursday, 5 February 1959FIRST WEEK (Cont'd)

0830 - 0930 Financial Responsibilities of Class B Stations
Difference between Class "A" and Class "B" Stations

0940 - 1130 Controls: Allotment, Cost, Cash

1230 - 1700 Class B Station Accounting Practice Problem

Friday, 6 February 1959

0830 - 1700 Class B Station Accounting Practice Problem

SECOND WEEKMonday, 9 February 1959

0830 - 1700 Class B Accounting Practice Problem

Tuesday, 10 February 1959

0830 - 1700 Class B Accounting Practice Problem & Review for Test

Wednesday, 11 February 1959

0830 - 1130 Class B Accounting TEST

1230 - 1700 Type II Field Property Supply Procedures

Thursday, 12 February 1959

0830 - 1700 Type II Field Property Supply Procedures and TEST

Friday, 13 February 1959

0830 - 0920 General Objective TEST

0930 - 1000 Critique of Travel TEST

1010 - 1100 The Audit Staff - [REDACTED] 25X1A

1100 - 1130 Course Administration

1230 - 1300 Critique of Field Property Supply TEST

1300 - 1700 Introduction to the Chief, Finance Division,
and Finance Division Certifying Officers

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B&F/L3

S-E-C-R-E-T

S-E-C-R-E-T

BUDGET AND FINANCE PROCEDURES #14FIRST WEEKMonday, 6 April 1959

0830 - 0850 Registration and Introduction
 0900 - 0930 Introduction by the Comptroller
 0940 - 1000 Functions of Comptroller and Finance Division
 1010 - 1130 Financial Management Program
 1230 - 1330 DDP, Budgetary Requirements, Field and Headquarters
 1340 - 1530 Principles of Budgeting
 25X1A
 1540 - 1600 [REDACTED]
 1610 - 1700 Personnel Payments - Types; Field Salary Allotments,
 Duty Status Report - Staff - Contract - WAE

Tuesday, 7 April 1959

0830 - 0930 Field Funding Procedure - Concept of Advances
 0940 - 1030 Financial Phases of Field Projects
 Administrative Plans and Fiscal Annexes
 1040 - 1200 Introduction to Foreign Travel Regulations
 1300 - 1700 Foreign Travel - Practice Problem and Discussion

Wednesday, 8 April 1959

0830 - 1130 Foreign Travel Practice Problem and Critique
 1230 - 1430 Foreign Travel - TEST 25X1C
 1440 - 1600 Government Quarters Overseas - [REDACTED]
 "Return-All" Method - Provisions of [REDACTED] -
 Preparation of Settlement Sheet 25X1A
 1610 - 1700 Introduction to Class "B" Accounting - Study of Handbook

B&F/14

S-E-C-R-E-T

S-E-C-R-E-TThursday, 9 April 1959FIRST WEEK (Cont'd)

0830 - 0930 Financial Responsibilities of Class B Stations
Difference between Class "A" and Class "B" Stations

0940 - 1130 Controls: Allotment, Cost, Cash

1230 - 1700 Class B Station Accounting Practice Problem

Friday, 10 April 1959

0830 - 1700 Class B Station Accounting Practice Problem

SECOND WEEKMonday, 13 April 1959

0830 - 1700 Class B Station Accounting Practice Problem

Tuesday, 14 April 1959

0830 - 1700 Class B Station Accounting Practice Problem and
Review for Test

Wednesday, 15 April 1959

0830 - 1130 Class B Station Accounting TEST

1230 - 1700 Type II Field Property Supply Procedures

Thursday, 16 April 1959

0830 - 1700 Type II Field Property Supply Procedures and TEST

Friday, 17 April 1959

0830 - 0920 General Objective TEST

0930 - 1000 Critique of Travel TEST

1010 - 1100 The Audit Staff - [REDACTED] 25X1A

1100 - 1130 Course Administration

1230 - 1300 Critique of Field Property Supply TEST

1300 - 1700 Introduction to the Chief, Finance Division,
and Finance Division Certifying Officers

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B&P/14

S-E-C-R-E-T

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S-E-C-R-E-TBUDGET AND FINANCE PROCEDURES #15FIRST WEEKMonday, 15 June 1959

0830 - 0850 Registration and Introduction 25X1A
 0900 - 0930 Introduction by the Comptroller
 0940 - 1000 Functions of Comptroller and Finance Division
 1010 - 1130 Financial Management Program
 1230 - 1330 DDP Budgetary Requirements, Field and Headquarters
 1340 - 1530 Principles of Budgeting 25X1A
 1540 - 1600 [REDACTED]
 1610 - 1700 Personnel Payments - Types; Field Salary Allotments,
 Duty Status Report - Staff - Contract - WAE

Tuesday, 16 June 1959

0830 - 0930 Field Funding Procedure - Concept of Advances
 0940 - 1030 Financial Phases of Field Projects
 Administrative Plans and Fiscal Annexes
 1040 - 1200 Introduction to Foreign Travel Regulations
 1300 - 1700 Foreign Travel - Practice Problem and Discussion

Wednesday, 17 June 1959

0830 - 1130 Foreign Travel Practice Problem and Critique
 1230 - 1430 Foreign Travel - TEST
 1440 - 1600 Government Quarters Overseas - [REDACTED] 25X1C
 "Return-All" Method - Provisions of [REDACTED] 25X1A
 Preparation of Settlement Sheet [REDACTED] 25X1A
 1610 - 1700 Introduction to Class "B" Accounting - Study of Handbo [REDACTED]

B&F#15

S-E-C-R-E-T

S-E-C-R-E-TFIRST WEEK (Cont'd)Thursday, 18 June 1959

25X1A

0830 - 0930 Financial Responsibilities of Class B Stations
Difference between Class "A" and Class "B" Stations

0940 - 1130 Controls: Allotment, Cost, Cash

1230 - 1700 Class B Station Accounting Practice Problem

Friday, 19 June 1959

0830 - 1700 Class B Station Accounting Practice Problem

SECOND WEEKMonday, 22 June 1959

0830 - 1700 Class B Station Accounting Practice Problem

Tuesday, 23 June 1959

0830 - 1700 Class B Station Accounting Practice Problem and
Review for Test

Wednesday, 24 June 1959

0830 - 1130 Class B Station Accounting TEST

1230 - 1700 Type II Field Property Supply Procedures

Thursday, 25 June 1959

0830 - 1700 Type II Field Property Supply Procedures and TEST

Friday, 26 June 1959

0830 - 0920 General Objective TEST

0930 - 1000 Critique of Travel TEST

1010 - 1100 The Audit Staff - [REDACTED]

1100 - 1130 Course Administration

1230 - 1300 Critique of Field Property Supply TEST

1300 - 1700 Introduction to the Chief, Finance Division,
and Finance Division Certifying Officers

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B&F#15

S-E-C-R-E-T

S-E-C-R-E-TBUDGET AND FINANCE PROCEDURES #16

25X1A

Monday, 3 August 1959FIRST WEEK

0830 - 0850 Registration and Introduction
 0900 - 0930 Introduction by the Comptroller
 0940 - 1000 Functions of Comptroller and Finance Division
 1010 - 1130 Financial Management Program
 1230 - 1330 DDP Budgetary Requirements, Field & Headquarters
 1340 - 1530 Principles of Budgeting
 1540 - 1600 [REDACTED] 25X1A
 1610 - 1700 Personnel Payments - Types

Tuesday, 4 August 1959

0830 - 0930 Field Funding Procedure - Concept of Advances
 0940 - 1030 Financial Phases of Field Projects
 Administrative Plans and Fiscal Annexes
 1040 - 1200 Introduction to Foreign Travel Regulations
 1300 - 1700 Foreign Travel - Practice Problem & Discussion

Wednesday, 5 August 1959

0830 - 1130 Foreign Travel Practice Problem & Critique
 1230 - 1430 Foreign Travel - TEST 25X1C
 1440 - 1600 Government Quarters Overseas - [REDACTED]
 25X1C [REDACTED], "Return-All" Method - Provisions of
 25X1A [REDACTED] - Preparation of Settlement Sheet
 1610 - 1700 Introduction to Class "B" Accounting - Study of Handbook

Thursday, 6 August 1959

0830 - 0930 Financial Responsibilities of Class B Stations
 Difference between Class "A" and Class "B" Stations
 0940 - 1130 Controls: Allotment, Cost, Cash
 1230 - 1700 Type II Field Property Supply Procedures

Friday, 7 August 1959

0830 - 1700 Type II Field Property Supply Procedures and TEST

S-E-C-R-E-T

~~S-E-C-R-E-T~~BUDGET AND FINANCE PROCEDURES #16SECOND WEEKMonday, 10 August 1959

0830 - 1700 Class B Station Accounting Practice Problem

25X1A

Tuesday, 11 August 1959

0830 - 1700 Class B Station Accounting Practice Problem

Wednesday, 12 August 1959

0830 - 1700 Class B Station Accounting Practice Problem

Thursday, 13 August 19590830 - 1700 Class B Station Accounting Practice Problem and
TESTFriday, 14 August 1959

0830 - 0920 General Objective TEST

0930 - 1000 Critique of Travel TEST

1010 - 1100 The Audit Staff - 25X1A

1100 - 1130 Course Administration

1230 - 1300 Critique of Field Property Supply TEST

1300 - 1700 Introduction to the Chief, Finance Division
and Finance Division Certifying Officers

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25X1A

Monday 28 September 1959FIRST WEEK

0830 - 0850 Registration and Introduction

0900 - 0950 Financial Responsibilities of Class B Stations; Difference between Class A and Class B Stations

1000 - 1130 Financial Management Program

1230 - 1430 Controls: Allotment, Cash, Cost

1440 - 1530 Principles of Budgeting
25X1A

1540 - 1600 [REDACTED]

1610 - 1700 Introduction to Class B Accounting Handbook

Tuesday 29 September 1959

0830 - 0930 Personnel Payments - Types

0940 - 1030 Government Quarters Overseas. Provisions of
25X1A [REDACTED]

1040 - 1130 Financial Phases of Field Projects, Administrative Plans and Fiscal Annexes

1230 - 1700 Introduction to Foreign Travel Regulations and Practice Problem

Wednesday 30 September 1959

0830 - 1700 Foreign Travel - Practice, Critique, TEST

Thursday 1 October 1959

0830 - 0920 Functions of the Comptroller and Finance Div.

0930 - 1050 Field Funding Procedures - Concept of Advances

1100 - 1200 Agent and Case Officer Accounting

1300 - 1500 DDP Budget Requirements - Field and HQ

1510 - 1700 Introduction to Class B Accounting

Friday 2 October 1959

0830 - 1700 Class B Accounting Problem

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S-E-C-R-E-T

BUDGET AND FINANCE PROCEDURES #17

25X1A

SECOND WEEK

Monday 5 October 1959

0830 - 1700 Class B Accounting Problem

Tuesday 6 October 1959

0830 - 1700 Class B Accounting Problem

Wednesday 7 October 1959

0830 - 1230 Class B Accounting Problem, Critique
and TEST.

1330 - 1700 Type II Field Property Supply Procedures,
Practice

Thursday 8 October 1959

0830 - 1700 Type II Field Property Supply Procedures,
Practice, Review, TEST

Friday 9 October 1959

0830 - 0920 General Objective TEST

0930 - 0950 Critique of Travel TEST

1000 - 1100 The Function of the Audit Staff

1110 - 1130 Critique of Accounting TEST

1230 - 1300 Critique of Field Property Supply Procedures,
TEST

1310 - 1330 Course Administration

1340 - 1700 Introduction to the Chief, Finance Div.
and Finance Division Certifying Officers

S-E-C-R-E-T

S-E-C-R-E-TBUDGET AND FINANCE PROCEDURES #18FIRST WEEKMonday, 16 November 1959

25X1A

0830 - 0850 Registration and Introduction
 0900 - 0940 Financial Responsibilities of Class B Stations;
 Difference between Class A & Class B Stations
 0945 - 1050 Financial Management Program
 1100 - 1130 Controls: Allotment, Cost, Cash
 1230 - 1320 Controls: Allotment, Cost, Cash
 1330 - 1430 Functions of the Audit Staff
 1440 - 1530 Budget Procedures at a Class B Station
 1540 - 1700 Personnel Payments, Allowances & Quarters

Tuesday, 17 November 1959

25X1A

0830 - 1700 Type II Field Property Procedures and
 TEST

Wednesday, 18 November 1959

0830 - 1700 Foreign Travel

Thursday, 19 November 1959

0830 - 1230 Foreign Travel Review and TEST
 1330 - 1420 Field Funding Procedures - Concept of Advances
 1430 - 1500 Advances - Agent and Case Officer Accounting
 1510 - 1700 Principles of Budgeting - Field and Head-
 quarters

Friday, 20 November 1959

0830 - 0920 Functions of the Comptroller
 0930 - 0950 Critique of Field Property Test
 0950 - 1010 Critique of Foreign Travel Test
 1015 - 1100 Financial Phases of Field Projects
 1110 - 1200 Study - Class B Accounting Handbook
 1300 - 1700 Introduction to Class B Accounting

S-E-C-R-E-T

S-E-C-R-E-T

BUDGET AND FINANCE PROCEDURES #18

Monday, 23 November 1959

0830 - 1700 Class B Accounting Practice

SECOND WEEK

25X1A

Tuesday, 24 November 1959

0830 - 1700 Class B Accounting Practice

Wednesday, 25 November 1959

0830 - 1100 Class B Accounting Practice and Review
1200 - 1430 Class B Accounting TEST
1440 - 1530 Objective TEST
1540 - 1630 Critique of Accounting and Objective Tests
1630 - 1700 Final Course Administration

(NOTE: Students will be introduced to Chief, Finance Division at 0900 hours,
30 November 1959.)

S-E-C-R-E-T

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